



Written By

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Aim

To describe the steps taken by staff and families during child arrival and departure. It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre, assure the completion of the required records for the claiming of the Child Care Subsidy in long day care services and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

Goals

The education and care setting will:

- Ensure the safe and documented arrival and departure of children at the education and care setting
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service

Strategies

- A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and the name of the person who delivers and collects the child or the nominated supervisor or educator.
- A child will leave the centre only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact)

In addition to these records the responsible person will:

- Review the Electronic Sign In page throughout the day. Where parents or authorised persons have not signed in a staff member will sign the child in/out of the service or mark the child as absent. Families will be prompted to accept any attendance/absence submitted by staff when they next sign their child into the service.
- Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out educators/ staff members will check all areas of the centre to ensure no child remains.
- Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service. Verbal permission from families must be noted on the attendance sheet.
- Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service.
- It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

- Sign each child in and out of the service upon arrival and at the time of departure electronically on the tablets provided at the entry to preschool.
- Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure

The responsible person will:

- On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that electronic sign on records will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

- Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
- Greet families and find out about the child's needs for the day.
- Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
- Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Electronic Sign In

Parents, Authorised or Responsible Person must accompany their child into the Preschool and electronically sign them in to the service. Only parents/authorised person can collect their child from the centre. Again, when you collect your child, please come into the centre and electronically sign them out of the service. The Electronic Sign In system will keep a record of the time of drop off and collection and the name of the person responsible.

Authorised person

Names of parents and authorised person are to be noted on enrolment forms and filed. If a person comes to pick up a child and there is no written or verbal authorisation, then the child will not be released from the centre unless it can be confirmed by the Director that it is alright to do so. Please do not be offended as this is to protect your child.

In event of custody disputes see Enrolment policy.

Variations to child's attendance and collection

We ask that families please book at least 24 hours in advance. Casual places cannot be guaranteed. If you will not be collecting your child, please inform staff and an *Authority to Collect Child Form* will be completed stating the name of the individual to collect the child. Staff may require identification to verify the person collecting your child.

Late collection of children

Please notify or phone staff if you are going to be late.

Please also remember our program times: Preschool & Part Day Long Day Care 9am- 3pm, Long Day Care 8am-5pm, Before School 8am-9am and After School 3pm-5pm. Children enrolled in the Preschool and Part Day Long Day Care Programs arriving early or staying late will be signed into the Before and After School Care Program. There is an hourly fee with subsidies available. Children still at Preschool after 5pm will be charged a late fee of \$35, plus an additional \$1 per minute that the family is late.

If a child has not been collected by 5:15pm the Police and Early Childhood Directorate will be informed.

Resources & References

Education and Care Services National Regulations 2011: 168
The National Quality Standards (2010): 2.1.1; 2. 2; 7.2
Being, Belonging and Becoming: The Early Years Framework for Australia (2009)

Relevant Documentation

Environment Awareness Policy
Authority to Collect Child Form

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